



LFA EXTERNAL SPEAKERS & EVENTS POLICY

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PRINCIPLES

The purpose of this document is to define the Academy's policy on External Speakers and Events. In setting out the principles of this policy, due regard should also be given to Academic Freedom and the [Academy's Freedom of Speech Policy](#).

Under the Education Act (1986), the governing council of the Academy is required to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for the Academy's members, employees and students, and for visiting speakers.

Everyone has freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing employment, status or privileges.

External Speakers should be offered the same freedom of expression as members of the Academy community (which includes staff, students and governing council), provided that this does not impede the Academy in exercising its responsibilities.

Under the Counter-Terrorism and Security Act 2015 the governing council of the Academy is required to take such steps as are reasonably practicable to ensure due regard to the need to prevent people from being drawn into terrorism.

The Academy's duty to Academic Freedom, as outlined in this policy and the [Freedom of Speech Policy](#), should not conflict with the freedom of expression of External Speakers. Tolerance and respect for opposing viewpoints are entirely compatible with the fostering of good relationships and are integral aspects of Academy culture.

The Academy will share information with Prevent partners and draw on their advice where appropriate. See [Safeguarding Policy](#) for more details.

DEFINITIONS

Event Organiser – any member of LFA community (whether or not employed by the Academy) which includes students, staff (including agency staff and contractors), tutors, Students' Union, the governing council, and any person or group who wishes to hold an event that is in any way affiliated with the Academy.

External Speaker - any individual or group that is not a member of the Academy who is invited to participate in Academy lectures, webinars, events or other form of Academy business by the Event Organiser.

Academy Event - event or business that is undertaken on or off Academy premises, through publication or on the Internet.



THE SCOPE OF THIS POLICY

This policy applies to any member of the LFA Community who wants to organise an Academy Event and/or External Speaker.

This policy does not generally apply to specialists contributing to the curriculum on professional and other programmes such as teacher training.

In circumstances where an External Speaker is present, responsibility for their conduct shall lie with the Event Organiser. In circumstances where this policy or any other Academy policy is breached, the Academy reserves the right to take appropriate action.

Where an individual feels that this policy has been breached, a complaint may be lodged through the [Complaints Policy](#) and procedure found on LFA website.

In instances where the actions of an External Speaker, in respect of this Academy policy or any other, may constitute a breach of criminal law, the Academy will assist the prosecuting authorities as appropriate in line with its [Privacy Policy](#).

AUTHORISATION PROCEDURE

When considering inviting an External Speaker to participate in an Academy Event, the Event Organiser should consider whether the speaker's presence represents a potential risk to the Academy or its ability to exercise its duties. See next page for Flowchart For Gaining Authorisation.

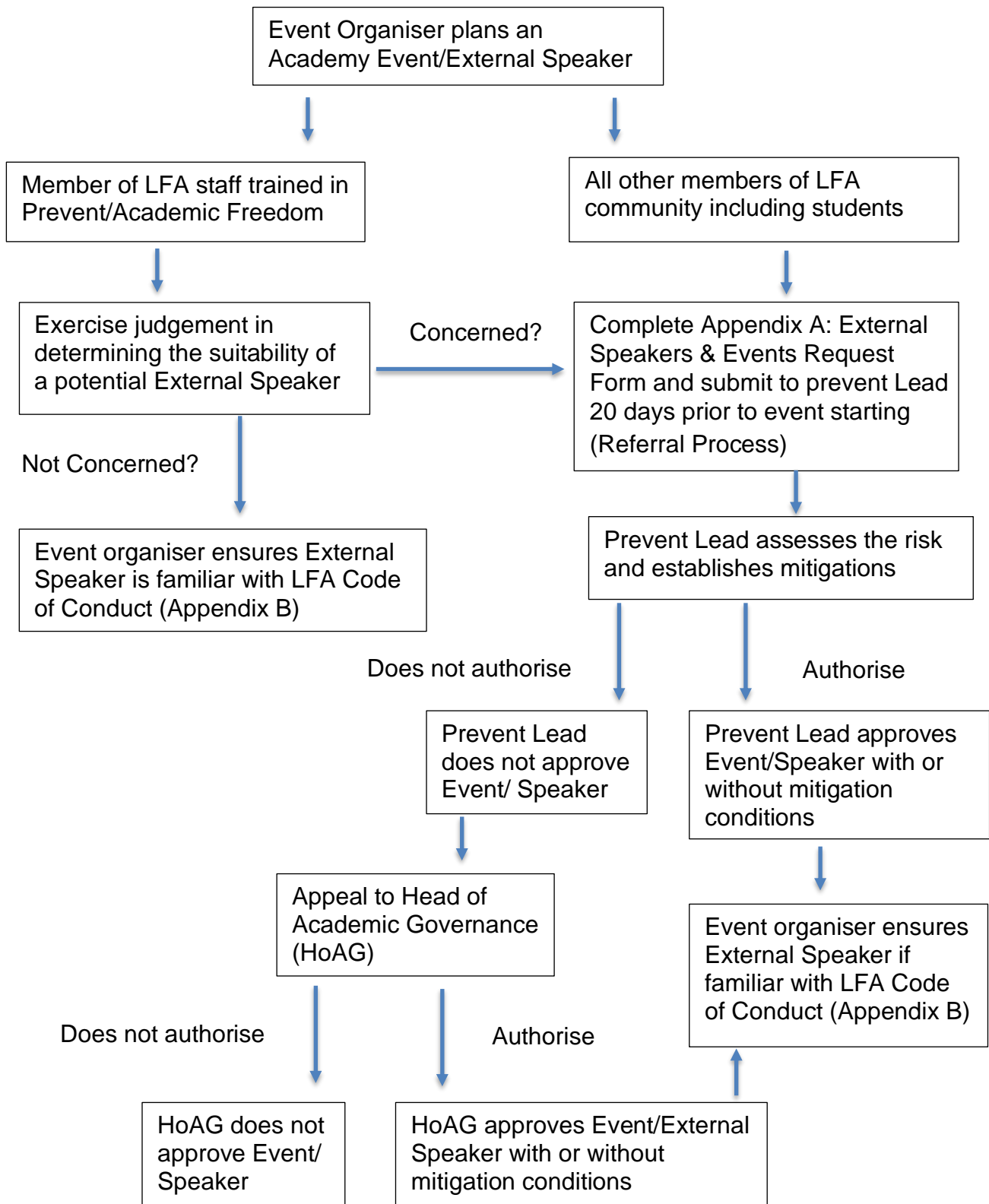
Where the Event Organiser is a member of staff who has undertaken Prevent Training, they shall exercise judgement in determining the suitability of a potential External Speaker with respect to the principles outlined in this policy, the Freedom of Speech policy, and any other relevant Academy policies. responsibility for the conduct of the External Speaker shall lie with the Event Organiser. See Appendix B for External Speaker Code of Conduct to be shared with the relevant parties after approval.

If the member of staff organising the Academy Event or any other party has a concern about the suitability of a potential External Speaker, a referral shall be made in line with section below "Referrals". Until a decision is made on the referral the event cannot be publicised.

Where the organiser is a student or other member of LFA community wishing to invite an External Speaker into the Academy, then in all cases the External Speaker Request Form (Appendix A) should be completed and submitted to the Prevent Lead at least 20 working days prior to the proposed event. The Prevent Lead shall then process this request.



FLOWCHART FOR PROCESS OF GAINING AUTHORISATION



REFERRALS

If the member of staff organising the Academy Event or any other party has a concern about the suitability of a potential External Speaker, an External Speakers Request Form (Appendix A) shall be completed and submitted to the Prevent Lead at least 20 working days before the date of the proposed Event.

The Prevent Lead shall consider the suitability of the proposed External Speaker, assess the risks and effectiveness of mitigations with respect to the principles outlined in this policy and the Freedom of Speech Policy.

On receipt of a request form the Prevent Lead will either approve the request within 5 working days or if there is a concern about the suitability of the proposed External Speaker, then the reason will be made clear to the Event Organiser.

If the organiser can provide reassurances then the request will be approved, if not the Prevent Lead shall not approve the speaker for the Event.

If the organiser is dissatisfied with the decision of the Prevent Lead, they shall have the right to appeal to the Head of Academic Governance. An appeal should be made in writing and submitted within 2 working days of the date of the Prevent Lead's decision letter or email.

The Head of Academic Governance shall consider the matter and respond to the organiser in writing within a target of 5 working days.

The decision of the Head of Academic Governance is final.

RECORD KEEPING

Records of proposed External Speakers which are referred to the Prevent Lead, and any consideration of their suitability, will be stored securely and confidentially in line with the Academy's [Privacy Policy](#).

MITIGATIONS FOR EXTERNAL SPEAKERS AT EVENTS

External Speakers may be invited by LFA staff or else by students and other stakeholders through the authorisation process detailed above

Guest Speakers are not given the emails of students and attendees at events.

Guest Speakers at events which are non-curriculum-based are always chaperoned by at least one member of LFA staff who has been trained in Prevent.

If, during the course of an event unapproved content or speech by a guest speaker is deemed by a trained member of staff to be in breach of our Prevent duties to protect students and colleagues from hate speech or extremist content which could incite extremism in others. Then that member of staff may terminate the Guest Speaker's presentation by requesting that the speaker leave the room either with that trained member of staff or accompanied by another member of staff, or, if the speaker refuses to



leave the premises - asking the students to vacate the room and to telephone law enforcement for assistance.

The termination of any event on this basis will be reported immediately to the Prevent Lead by telephone who will take any reasonable actions which includes emailing the local FE/HE Regional Prevent Coordinator for London as appropriate.

Any clear physical threats to the safety of staff, students or anyone else present to be reported to the police immediately as appropriate in line with LFA Health and Safety procedures.

To safeguard Academic Freedom and Freedom of Speech and allow events to proceed, mitigations to reduce a potential Prevent risk posed by a speaker for an event may include: making sure materials given out at the event (such as leaflets) are seen in advance, making sure the event has a strong chairperson or requiring the speaker concerned to speak alongside someone with an alternative viewpoint.

RELATED POLICIES AND GUIDANCE

- [Universities UK guidance on External Speakers in Higher Education](#)
- [The Prevent Duty: Guidance for Higher Education Institutions in England & Wales](#)
- [Safeguarding Policy](#)
- [Complaints Policy](#)
- [ICT Acceptable Use Policy](#)
- [Privacy Policy](#)
- [Freedom of Speech Policy](#)



APPENDIX A: EXTERNAL SPEAKERS & EVENTS REQUEST FORM

Section 1: Event Organiser Details	
Name:	
Department:	
Email:	
Section 2: Proposed Event Details	
Title of Event:	
Date:	
Venue:	
Brief Description:	
Intended Audience:	<i>Please note any restrictions on attendance that you plan to apply.</i>
Section 3: Proposed External Speaker Details	
Name(s):	
Subject of Speech:	
Description:	<i>Include a brief biography and links to web pages or publications as appropriate, and details of whether the speaker/s been prevented from speaking at other similar events at this or any other organisation?</i>
Section 4: Authorisation	
Event Organiser Signature	
Prevent Lead Signature	
Decision Outcome with mitigation requirements or notes	
Date authorised	

For requests made under the LFA's External Speakers and Events Policy

Once completed, this form should be submitted by email to the Prevent Lead (prevent@londonfilmacademy.com)

Note: Records of External Speaker requests will be stored in line with the Academy's Privacy Policy.



APPENDIX B: EXTERNAL SPEAKERS CODE OF CONDUCT

This code of conduct exists to ensure that all speakers taking part in a London Film Academy (LFA) hosted or run event or activity, at Walham Grove location or elsewhere, act in accordance with the LFA's External Speaker Policy. It is the responsibility of the event or activity organiser (see appendix A) to ensure that:

- this Code of Conduct is communicated to all external speakers (once approved and confirmed via the External Speakers and Events Request Form)
- that all reasonable steps are taken to ensure that the requirements within it are upheld during the running of the event or activity.

FREEDOM OF SPEECH

Freedom of speech is fundamental to a Higher Education Institution. The Education Act (No 2) 1986 requires Higher Education Institutions to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for its employees, students and visiting speakers. The Governing Board of the LFA therefore requires all employees and students of the LFA to tolerate and protect the expression of opinions within the law whether or not these opinions are repugnant to them. However, whilst the law promotes and protects freedom of speech, it also places limits on those freedoms in order to maintain public order and safety and to ensure that there is no breach of the law.

The LFA recognises that in this context a conflict exists between the laws which promote freedom of speech and those which restrict it and consequently acknowledges that it has a legal responsibility to create a balance between minimising the possibility that extremism or unlawful conduct will arise on campus and ensuring that it meets its legal obligations in relation to securing freedom of speech.

LEGAL CONTEXT

Higher Education Institutions operate in a complex legal environment and so it is vital that all individuals involved in the external speaker process, including the speakers themselves, understand the legal framework and context that governs this area. Examples of some of the relevant areas of law are given below:

- Private Rights – people are entitled to protection from harassment, defamation and unlawful breach of their human rights, as well as from unfair treatment under equality law. Health and safety law, Data Protection and Contract law may also be relevant in this context.
- Criminal Law – hate crimes, harassment, breach of the peace and terrorism all come under criminal law. There is also legislation around public meetings, public processions/assemblies and public order which may be of relevance.
- Public law – Freedom of Speech and some duties under the Equality Act are captured under public law.

CONDUCT

The LFA expects External Speakers to act in accordance with the law and not to breach the lawful rights of others. Set out below are some examples of LFA's expectations. Please note that this is not intended to be an exhaustive list of unacceptable conduct by external speakers. The LFA reserves the right not to permit an external speaker to speak at or attend an event, to refuse to permit an event and/or to halt an event at any time if it reasonably considers there may be a breach of the External Speaker & Events Policy or of any legal obligation. During the course of the event at which he or she participates, no speaker shall:

- act in breach of the criminal law
- incite hatred or violence or any breach of the criminal law
- encourage or promote any acts of terrorism or promote individuals, groups or organisations that support terrorism
- spread hatred and intolerance
- discriminate against or harass any person or group on the grounds of their sex, race, nationality, ethnicity, disability, religious or other similar belief, sexual orientation or age
- defame any person or organisation
- raise or gather funds for any external organisation or cause without express permission of the LFA

During the course of the event at which he or she participates, all speakers shall:

- comply with this External Speaker & Events Policy.
- present ideas and opinions, in particular those that may be contentious or potentially offensive, in the spirit of academic debate, being open to challenge and question
- follow the LFA's policy on and instructions relating to [health and safety](#).

SEGREGATION

Higher Education Institutions have duties under the Equality Act 2010 as education providers, employers and service providers; thus they must not unlawfully discriminate against students, employees and other individuals to whom services are provided.

Segregation by any of the protected characteristics is not permitted in any academic meetings or at events, lectures or meetings provided for students, or at events attended by members of the public or employees of the LFA or the students' union. Segregation is therefore not permissible for any event covered by the External Speaker and Events Policy and this Code of Conduct. The only exception to this would be for events that are organised by, and specifically for, a group identifying under one of the protected characteristics who choose to 'self-segregate' (examples might include a BAME focus group or a gathering related to a particular form of protected religious worship); enforced segregation is never acceptable.

